

SECTION B: STATE ADMINISTRATION

1. State Staff Roles and Assignments

		(517) <u>Phone</u> <u>Number</u>	<u>E-Mail Address</u>
<u>Administration</u>			
Dianne Duthie	Director	373-3430	duthieD@michigan.gov
Janice Vernon	Executive Secretary	373-7428	vernonj1@michigan.gov
Pat Bennett	Secretary	373-9575	bennettp@michigan.gov
<u>Programs</u>			
Cliff Akujobi	Federal Grants	373-4218	akujobico@michigan.gov
Linda Colagross	Professional Development and EL Civics	373-6911	colagrossL1@michigan.gov
Carol Jacob	ABE Leadership	373-0815	jacobc@michigan.gov
Sandy Thelen	State Programs (107 & 108)	373-3395	thelensj@michigan.gov
Ben Williams	State GED Administrator	241-2497	williamsb4@michigan.gov
Amy Heckman	GED	373-1692	heckmana@michigan.gov
Jeannie Flak	GED	373-2103	flakja@michigan.gov
Erica Nakfoor	Distance Learning	335-0634	nakfoore@michigan.gov
<u>MAERS</u>			
Dean Smith		355-0386	smithd20@michigan.gov
<u>Financial</u>			
Linda McMillan	Financial Specialist	373-4036	McMillanL@michigan.gov
Sue Muzillo		241-1016	muzillos@michigan.gov
<u>Student Interns</u>			
Jimelle Howard	373-3536		howardJ4@michigan.gov
Adult Education Office Fax Number		335-3630	
Adult Education Website:		www.michigan.gov/adulteducation	

2. Adult Education Task Force Groups

The Office of Adult Education has established Task Force Groups for the purpose of providing input on processes, policies, forms and procedures relating to state and federal programs, and to provide input into the development of The Adult Education Administrative Guidebook.

Approximately 60 individuals serve on four (4) task force groups. The groups are accountability, curriculum, data, and special initiatives (see list of memberships on the following pages).

The individuals will serve on the committees for two years.

Current Goals:

- To collaboratively identify and review critical issues that impact local programs and services.
- Identify and review program issues.
- Develop curriculum standards for Adult Education and English as a Second Language Programs.
- Determine and provide recommendations for improving MAERS.
- Develop and recommend a standardized Adult Learning Plan.
- Review and recommend changes to State Plan.
- Provide guidance for assessment endorsements.